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1st EAG  
(cc in ODP Jan)

13 April 1977

MEMORANDUM FOR: Deputy Director for Applications, ODP  
Deputy Director for Processing, ODP  
Chief, Special Projects Staff, ODP  
Chief, Procurement Division, OL

(Issue 1.2)

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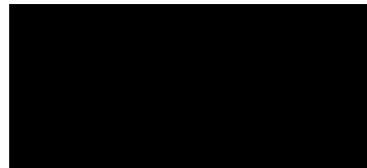
: [REDACTED]  
Chief, Management Staff, ODP

SUBJECT : Memorandum for Executive Advisory Group Members

REFERENCES : a. Memo for EAG Members from Comptroller and  
D/ODP, dtd 28 March 1977, Subject: Central  
Planning and Control of Automatic Data  
Processing, (COMPT 77-0514)  
b. Memo for EAG Members from D/ODP, dtd  
5 April 1977, Subject: Definitions of  
ADP and ADP Personnel, (ODP 637-77)

The two references are attached for your information,  
to advise you of the ADP matters that are of concern to members  
of the Executive Advisory Committee (EAG), and for your evaluation  
of the impact of the various recommendations upon your organiza-  
tion.

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Atts: a/s

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CO. 77-0514

28 MAR 1977

MEMORANDUM FOR: ~~Executive Advisory Group Members~~

SUBJECT : Central Planning and Control of Automatic Data Processing

1. NEED FOR IMPROVEMENT

In a 16 December 1976 memorandum to Executive Advisory Group (EAG) members, the DDCI defined four fundamental issues he wished the EAG to resolve in order to improve central management of automatic data processing (ADP) within CIA. He asked the Comptroller and the Director of Data Processing to make joint recommendations at the next EAG session on ADP with respect to the first two issues, which were these:

"First, how can we monitor current month-by-month use of the central services provided by the Office of Data Processing (ODP) in such a way as to ensure visibility to top management of the many demands being levied on ODP by Agency components and permit Agency-level decisions to be made on priorities when contentions for limited ODP resources arise? The proposed ADP Resource Allocation System which the Director of ODP summarized for us (at the November EAG meetings on ADP) represents one way we might accomplish this. What other options are there? I want the Office of the Comptroller and ODP to outline the options available to us so that we may decide among them.

Second, what can be done to improve top management's ability to plan for future ADP resource requirements so that we may assure ourselves that the large ADP budget increases we are experiencing are in the overall interests of the Agency? How can the key ADP investment issues we face be brought forward for top management review so that we may establish guidance for the budget planning process? I would like the Comptroller to review existing ADP program planning procedures and suggest changes which would improve our ability to focus on major ADP investment issues--including those which do not fall under ODP's jurisdiction, as well as those which do. This should be done for the same EAG meeting." ILLEGIB

In his memo, the DDCI pointed out that during the Committee on Foreign Intelligence (CFI) and the Budget (OMB) had said that central management of the should be improved. The cuts they imposed were intended to stimulate such improvement. This point was 9 February 1977 when the Policy Review Committee (PRC) the CFI, included the following admonition within its to CIA: "Give greater emphasis to control of ADP resources senior management with the means of reviewing ADP from a user point of view."

There seems to be no question that improved means of central planning and control of the use of ADP resources are necessary. What is at issue is the degree to which central planning and control is desirable and the extent to which EAG members are able to devote time to this pursuit. - 2 -

## 2. PLANNING (Issue # 2 above)

In an examination of alternatives, it is best to begin with the second issue identified by the DDCI--planning. Planning is preliminary to monitoring, and it encompasses a larger sphere of ADP activity. The first issue--one of control--focuses exclusively on the central services provided by ODP, which are essentially "free" to Agency components requesting them and are therefore unconstrained by the limited resources of the components themselves.

Planning is geared to the budgetary process.

### 2.1 "The ADP Budget"

As things stand, the Agency's "ADP budget" does not really represent a coherent budget or program at all. It is merely a summary--a set of totals which are put together each year by the Office of the Comptroller from special ADP schedules submitted by CIA components prior to presentation of the CIA budget to OMB in October. This year an ADP summary was provided to Congress as well (at its renewed request), in the same OMB-prescribed format.

Our ADP budget is also rather arbitrary in nature, as the result of technological progress which is making it increasingly difficult to define clearly what constitutes "ADP." For example, special-purpose NPIC computers are excluded from the ADP totals. OCR's project ADSTAR (to store documents in an automated micrographics system) is also excluded, although it is managed by ODP and although ISS includes a similar project (DORIC) within the ADP totals. Separating the ADP portions of our SIGINT, communications, printing, and word-processing activity has proven to be difficult. It has also been difficult in many instances to decide how people who perform ADP tasks should be identified in the CIA budget. For example, several professional analysts are now programming on their own desk-side computer terminals. Are they analysts who program, or are they computer programmers who analyze?

Deficiencies notwithstanding, the Agency's ADP budget, following cuts by the CFI and OMB for FY 1978 (\$1 million across the board and \$1.7 million for SAFE) shows that ADP expenditures are not only continuing to increase steadily, but are consuming an ever-increasing portion of the Agency's total Budget:

FY 1976

FY 1977

FY 1978

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ADP Budget  
Percent of CIA Budget

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A breakdown of the FY 1978 ADP summary by component, in descending order of resource requirements follows. Note that central services provided by ODP account for about half of both total funds requested and total associated workyears:

<u>Component</u>	<u>Funds (in millions)</u>	<u>Workyears included</u>
ODP (central services)	25X1A	25X9
NPIC		
O/DDI (SAFE)		
ISS (DDO)		
OL		
OCR		
OEL (OSO)		
OS		
OWI		
ODE		
ORD		
Other components (9)		
Totals		

## 2.2 Existing ADP Planning Procedures

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Currently, there are no procedures at all for central management review of the ADP budget. As a result, no comprehensive Agency-wide ADP planning takes place and no centrally conducted appraisal of the cost effectiveness of any of the individual ADP systems is performed. While ODP is charged (in HR [redacted] with reviewing proposals by Agency components for sizable procurements, this is done purely from a technical point of view, without passing judgment upon the need for computerization. The Agency has taken the position before its budget examiners that its large ADP systems have nevertheless been reviewed very thoroughly at upper management levels for cost effectiveness (e.g., SAFE, NPIC's New Data System, and COMIREX's Automated Management System), as have ODP expansion plans, and that its smaller systems have been properly reviewed within the context of the functions they perform, at the directorate or office levels according to their magnitude. We have maintained that ODP's central services, while they are "free" to components, are held in check to a satisfactory extent by directorate and office ADP Control Officers.

How much central planning of ADP, as such, is really necessary—to satisfy our own needs and to satisfy our Budget examiners?

### 2.2.1 Problems in ADP Planning

ADP is most difficult to plan (and subsequently control) centrally as a result of the following considerations, which are by no means unique to this Agency:

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- a. The definition problem, mentioned above, is very troublesome, particularly as ADP becomes an increasingly integral part of many of the things we do on a decentralized basis.
- b. ADP decisions involve technical complexity which often hinders the presentation of key issues to general managers in understandable terms.
- c. The ADP budget is made up of numerous bits and pieces which are difficult to aggregate for clear-cut decision-making; yet it is not enough to review only the large projects if cumulative growth is to be successfully controlled.
- d. The use of existing ADP systems, the need to effect improvements in them, and the many moderate initiatives which typically arise during the operating year have proven very difficult to predict with any specificity two years in advance for the normal program review process.

### 2.2.2 Better Information

The above problems will never be completely surmountable. However, better information regarding planned ADP activity, properly presented in a form which can be understood by central management, can go a long way toward their alleviation.

A significant step has already been taken in this regard: The FY 1979 Program Call, for the first time, requests (1) that all resource packages submitted by components this Spring include a statement of their ADP requirements (funds and positions), (2) that components submit ADP summaries for the June review process (as well as for OMB and Congress), (3) that ADP requirements be included in components' five-year projections, and (4) that requirements for new systems be fully explained and justified within program packages.

Basic information, therefore, previously unavailable at review time, will now become centrally available from program submissions. This data can be constructed by the Office of the Comptroller into a special presentation, within the Agency Program Book, for EAG discussion and DDCI decision.

The question remains one of scope. Certainly, the EAG will wish to compare the overall ADP totals and the general thrust of our Agency-wide ADP activity. Beyond that, the EAG may choose to perform little additional review, to direct further attention to significant program elements, or to examine the entire ADP program in some detail.

### 2.3 Planning Options

More specifically, there are four basic options:

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2.3.1 Option 1

Limit EAG review to a broad overview of the FY 1979 ADP program which will be formed from the individual proposals of separate Agency components, concentrating on such things as comparisons with FY 1978, directorate shares, and broad functional breakdowns of use (e.g., for administration, imagery, SIGINT, namechecking, intelligence analysis). While this may sound like very little, it would in fact represent a significant departure from the past, in which no such review has been undertaken. The disadvantage of this minimal effort is that it provides very limited ability for the EAG to modify the ADP budget intelligently or to appraise any trade-offs properly. This approach would consciously perpetuate the current delegation of ADP decisions to the directorates and offices, at least for the time being.

2.3.2 Option 2

In addition to the above, the EAG would focus its attention upon the most important elements of the program: SAFE, NPIC's New Data System, ODP's expansion plans, and any important new projects identified by the resource packages.

2.3.3 Option 3

25X1A The EAG would concentrate additionally upon the key projects of the other components spending more than \$250 thousand on ADP (ISS, OL, OCR, CSO, OS, OWI, ODE, and ORD, as set forth above) and on the approximately 20 projects run for various components by ODP which are expected, by ODP's best estimates, to cost more than \$250 thousand in the program year. Another threshold might be chosen, but this one is convenient and would permit close scrutiny of about [redacted] percent of the ADP budget.

2.3.4 Option 4

The EAG would examine the entire projected ADP budget, which would be presented, insofar as possible, in terms of understandable projects, conveniently aggregated and highlighted (e.g., STAR, the personnel system, the accounting system, etc.).

No additional resources are required to exercise any of the above options, except that increasing amounts of managerial time on the part of ODP, the Office of the Comptroller, and EAG members themselves would obviously be involved.

2.4 Recommendation

Option 3 is recommended. Focusing upon the major ADP investment issues, it appears to satisfy best the expressed wishes of the DDCI in his statement of the issue above. Options 1 and 2 do not appear to go far enough, though option 2 would provide a respectable initial effort this

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year. Option 4 is problematic, in that ODP's 50 percent of the ADP budget cannot be broken down precisely by project or even by using component two years in advance and is best managed through a control mechanism which functions throughout the operating year, discussed below.

Option 3 would allow the EAG in June to set deliberate ADP program totals, to agree upon functional application areas which should receive emphasis, to make realistic resource adjustments among the large ADP projects as necessary, to curtail any project initiatives which appear to require further study, and to review ODP expansion plans. This approach would also best complement the option recommended in the following section to control requirements for the use of ODP's central services.

Whichever option the EAG selects, the planning process should be augmented during next year's (FY 1980) program review process through EAG consideration of ADP as a key topic for the provision of guidance prior to program preparation by individual Agency components in the Spring of 1978.

## 2.5 Policy Planning

Planning has been discussed above exclusively within a program and budgetary context, because that is the way the planning issue was framed--reserving consideration of ADP organizational issues (the latter two issues defined by the DDCI in the above-cited memorandum) for discussion at the next EAG meeting on ADP. Nevertheless, it is important to emphasize here that central ADP planning should involve more than programming and budgeting if ADP is to be kept cost effective.

We keenly feel the need for an inter-directorate ADP policy planning committee which would function just below the EAG level. Prior to EAG consideration of guidance for the FY 1980 program, this committee would hold a series of meetings to discuss Agency-wide ADP goals, issues, opportunities and priorities, and to produce a multi-year plan as a basis for the subsequent establishment of EAG policy guidance. The committee could also serve a role within the budgetary process itself next year by meeting to review the presentation of ADP in the Agency Program Book immediately prior to the EAG review itself. It would certainly find other opportune times to meet as it becomes established.

This committee, we suggest, would probably best be composed of the directors or deputy directors of the major offices using ADP (NPIC, OCR, and ISS), would include representatives from OC, OL, OS, ORD, Ops/Cen., and the O/Compt., and would be chaired by the Director of Data Processing.

We believe the EAG should withhold decision on this particular proposal, however, until the next EAG session on ADP, which will discuss related ADP organizational issues.

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3. MONITORING THE USE OF CENTRAL SERVICES (Issue #1 above)

This section will address the first issue identified by the DDCI-- that of devising a means of monitoring the current month-by-month use of central ADP services provided by ODP.

3.1 Introduction

These services represent a finite resource which is normally acquired in large blocks because of economies of scale and limitations of the hardware sizes that are available. The capacity of our hardware systems does not represent a hard limit on how much work any given system can accommodate. They will accept an overload, but service degrades and backlogs occur. During overload periods service becomes inadequate and unacceptable.

Reserve capacity is usually planned when new systems are acquired in order to satisfy peak workloads and provide for growth. There are some views in the Agency that this reserve capacity should be used just because it is there, it is paid for, and it is "free." However, as this reserve capacity gets consumed, it hastens the day when a larger system must be procured. The most effective way that major hardware expenditures for central services can be controlled is to control the use of current system capacity and the rate at which reserve capacity is consumed.

Accordingly, it is our view that senior management needs to do more than monitor month-to-month use of central services. (It has been able to do that since 1973, as explained below.) Senior management must also control the month-to-month use of central services.

3.2 The Present System of Monitoring

At the beginning of FY 1973 ODP started distributing a monthly Project Activity Report to each office using central services. This report, which was forwarded to office directors, contained detailed charges for each of the services at the project level. In FY 1974 a Resource Allocation System was approved by the Agency Management Committee to improve management control over the use of central services. This system was unsuccessful because no clear responsibility was established for review and control of central services. Therefore in FY 1975 office and directorate ADP Control Officers were designated to review requests for allocations of central services at the beginning of the fiscal year and changes in requests during the fiscal year. However, the Resource Allocation System was not continued in FY 1975 because the Comptroller was not able to reach an agreement with the directorates on reducing their requirements for ODP services to the available capacity. (It turned out that the components' projected requirements were overstated and the actual workload was within the existing capacity.)

Currently, monthly reports showing the consumption of ODP services by each of 41 Agency offices and divisions are produced. For example, it is possible to determine how much of the service given to the Office of Finance went to the Financial Resources System.

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The monthly reports are sent to office and directorate ADP Control Officers. They are expected to review their components' use of ODP services and to determine whether the level of services used was justified.

### 3.3 Options for Monitoring and Control

There are many ways to build a system for management to monitor and control the use of central services. Some options only provide a monitoring capability, such as the current system, which shows what level of ADP services is provided to each component. Other options would provide an opportunity for Agency management to control as well as monitor. For example, management could place specific limits on the level of services to be provided to each component and then monitor the use of these services. Also management could review and approve specific projects requiring ADP service to ensure that their use of ADP services is justified. Another option would provide for component management itself to control the use of ADP services by budgeting for ADP services and paying for services rendered. Under this option Agency-level management could review and control as the Agency's Program is being developed.

It is very important to understand that whichever option is chosen to monitor and control, its effectiveness will be directly proportional to the amount of management time that is allocated. Furthermore, the option chosen should have a link to the planning/budgeting process. The provider of central ADP services, ODP, should not be expected to control the manner in which the service is used because this would place ODP in a conflict of interest situation. Instead, control should be effected by the same managers who are receiving justification and controlling the use of other Agency resources.

### 3.4 Specific Options

Four basic options for monitoring and control are examined below. Each option could stand alone or could be combined with another option to take advantage of a strong feature. Several variations of each basic option are possible.

#### 3.4.1 Analysis of Trends in Monthly Use (Option 1)

The existing Project Activity Report would be provided, which includes each Agency component and project. This report shows the manpower and computer facilities used during the previous month and totals for the fiscal year. In addition, a narrative analysis would discuss significant changes from previous months in terms of service provided to major users as well as the total amount of service provided to all users. A summary of the data distributed could be reviewed in the monthly Comptroller's meeting if desired. The information provided by this option is after-the-fact and no limitations would be placed on the level of service components can use.

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#### 3.4.2 Resource Allocation (Option 2)

Agency components would be annually allocated a level of ADP service by the Comptroller. The level would be based on the previous consumption rate plus any major new requirements. By limiting the allocation, the consumption of reserve ADP capacity could be controlled. During the allocation process conflicting priorities could be examined by the Comptroller. Monthly reports on actual consumption rates would be provided by ODP. These reports would be reviewed during the monthly Comptroller's meetings and a provision to meet unexpected needs would be provided by reallocation decisions. Service could be terminated if an allocation is exceeded unless management decides otherwise. This option could provide a positive control over growth.

#### 3.4.3 Project Review (Option 3)

Annually, major users would express requirements in the form of "Projects" which would state the level of service needed. Each project would also include a statement of why service is needed with the justification tied to the component's mission. Projects would be presented to the EAG for review. The EAG would be advised of whether central service can accommodate proposed projects without expansion. Then the EAG would either approve or disapprove the projects and could set priorities. The existing Project Activity Report could be used to monitor month-to-month activity. In addition, special monthly reports on actual consumption by the projects which had been reviewed and validated could be provided if desired.

#### 3.4.4 Chargeback (Option 4)

ODP would publish a rate schedule for the various central services it provides. The schedule would be structured to assure reasonable stability of rates. The using components would include funds in their budgets for purchasing central ADP services at the published rates. At the beginning of each fiscal year a PRA-type account for these central services would be established for each component. Monthly reports would be provided to components showing their consumption and balance. Capital outlays for major new equipment probably should not be included in the rate schedule unless a revolving capital fund could be established. Therefore, ODP would budget separately for major equipment additions.

#### 3.5 Analysis of Options

The four options described above are compared below in terms of strengths and weaknesses in the following areas:

- a. senior management monitoring of month-to-month use of central ADP services;
- b. senior management control of priorities and growth;
- c. visibility of cost/benefits of ADP use;

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- d. link to planning and budgeting process; and
- e. cost to establish and administer.

### 3.5.1 Option 1: Analysis of Trends in Monthly Use

This option provides good visibility of month-to-month use of all services but it is after-the-fact. There is no opportunity for management to control use. It is not possible to determine the cost/benefit before an investment has been made in a system. This option could be used to resolve short-term priority issues but it does not provide a link to planning and budgeting. There would be no additional costs to implement and administer this system except for the time required by senior management to review the monthly reports.

### 3.5.2 Option 2: Resource Allocation

This option provides good visibility and the opportunity to control use at the office or division level. The main value would be to control the rate at which reserve ADP capacity is consumed. There would not be any link to planning and budgeting for additional ADP capacity. This option could be used to resolve short-term priority issues. It does not provide the necessary visibility for cost/benefit comparisons. The cost and time to implement this system would be minimal except for the time used for monthly review.

### 3.5.3 Option 3: Project Review

This option provides complete visibility of the level of ADP resources required for each major application. The benefits derived by the user office from the use of these resources would be clearly identified, as well as the impact of each application on the capacity of the central ADP resource. Senior management would have the opportunity to control use of ADP resources with the full knowledge of the impact of approval/disapproval on the mission of the user component. The consumption of ADP resources by approved major applications could be monitored on a month-to-month basis. Project Review could be readily linked to the planning and budgeting process described in the PLANNING section above. The costs to implement would initially include approximately 24 hours of senior management (EAG meeting) time to review and validate current major applications. Thereafter much less time would be required to review new projects and previously approved projects with significant increased requirements. In addition, there would be heavy involvement by user offices and ODP in preparing project information for management review. This is the only option that provides senior management with ability to review ADP justification from a user point of view, in accordance with PRC guidance for FY 1979. The time for implementation would be four months.

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#### 3.5.4 Option 4: Chargeback

This provides visibility and the opportunity for management control during the budget process. Because it places full responsibility on using components, it would require a minimum amount of senior management time. In addition, it could provide many of the advantages of Option 3, Project Review, above, but there is danger that resources for ADP would become buried in the overall budget. Because of the uncertainties this option could introduce into ODP planning and budgeting, regulations probably should be published prohibiting user components from obtaining services from other sources for a three to five year period until the Chargeback system has a chance to stabilize. The cost to develop and implement would be about \$400,000, including five workyears of development, and the cost to administer would include at least four full-time positions in ODP plus annual computer facility operating costs of \$150,000. Additional manpower would be required in each user component. The time to implement would exceed one year.

#### 3.6 Recommendation

Project Review (Option 3), coupled with the planning procedures recommended above, represents the most practical and effective approach to managing the growth of central ADP services in the Agency. Resource Allocation (Option 2), while less effective as a planning vehicle, would provide for effective near-term growth control.

#### 4. IMPLEMENTATION PLAN FOR RECOMMENDED ACTIONS

We recommend that the EAG:

- a. Establish a deliberate ADP budget during the Agency program review in June--focusing broadly on functional use of ADP, on the key computer projects of Agency components that will spend over \$250 thousand on ADP during the program year, on ODP-supported projects which are expected to cost over \$250 thousand, on ODP expansion plans, and on any important new projects identified by components' resource packages.
- b. During the operating year, perform a thorough, systematic review of the cost effectiveness of all major projects which are currently supported by ODP's central services--to be presented in a brief, understandable format so that justifications may be appreciated from a managerial point of view.


These two recommendations should serve to satisfy both our budget examiners and ourselves that the Agency has reviewed major ADP investment issues in establishing its FY 1979 program and should provide a sound procedure to control the use of ODP's central services.

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We have avoided detailed elaboration of our recommendations and of the other options we have presented in order that the EAG may decide among them with a minimum of complication. Much work will have to be done to arrive at a precise means of implementation following the receipt of EAG direction. We envision, however, this timetable if the EAG accepts our two recommendations:

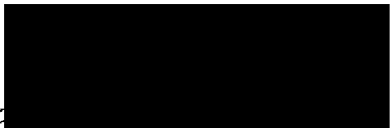
April-July 1977	Development of project review system and of project presentations by ODP with the participation of user components;
May 1977	Comptroller preparation for EAG review of FY 1979 ADP program;
June 1977	EAG session on ADP program (within the context of sessions on the total Agency program);
August- November 1977	24 hours of EAG meeting time to review ODP-supported projects;
December 1977.	EAG provision of guidance on ADP for FY 1980 program preparation (within the context of guidance for the total Agency program);
1978	Same schedule, but much less of an EAG workload, since the EAG review of ODP-supported projects would concentrate on new initiatives and on needs for significantly increased resource requirements.

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Clifford D. May, Jr.  
Director of Data Processing

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James H. Taylor  
Comptroller

ODP 637-77  
5 April 1977

MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT : Definitions of ADP and ADP Personnel

1. SUMMARY

Summarized below are the present definitions of ADP systems and ADP personnel that can be found in authoritative regulations applicable to CIA. Paragraph 5. presents, for EAG approval, the definitions consistent with these regulations that appear to be most suitable for the purposes of planning, budgeting, and management control of ADP in CIA.

2. BACKGROUND

The basic law from which all policies, regulations, and guidelines in government-wide ADP procurement and management derive is Public Law 89-306 or the Brooks Bill (dated October 30, 1965). Derivative from the Brooks Bill are three government-wide policy directives of interest in this discussion:

a. GSA's Federal Management Circular 74-2 (FMC 74-2) dated February 25, 1974, on ADP management information system. This circular prescribes the policy and criteria for the continuing development of a management information system (MIS) containing inventory, functional use, and financial management data on Federal Agency ADP systems. (FMC 74-2 is codified in the Code of Federal Regulations as 34 CFR 281).

b. GSA's Federal Management Circular 74-5 (FMC 74-5) dated July 30, 1974. This circular establishes policies for the management, acquisition, and utilization of ADP equipment (ADPE), software, maintenance, ADP-related services, and supplies. (FMC 74-5 is codified in the Code of Federal Regulations as 34 CFR 282).

c. OMB's Circular A-11, dated July 16, 1976, with guidance for the preparation and submission of budget estimates. A-11 requests data for federal operations on the acquisition, operation, and use of ADP.

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FMC 74-2 and FMC 74-5 provide definitions on ADP equipment, while OMB A-11 provides a framework for a definition of ADP personnel.

3. AVAILABLE DEFINITIONS

a. FMC 74-2 provides the following definition for ADP equipment:

ADPE includes "general purpose and special purpose (built to Government specifications) electronic data processing equipment and punchcard accounting machines irrespective of use, application, or source of funding."

For the purpose of reporting, however, the FMC exempts analog computers (but not the digital portion of a hybrid system) and ADP equipment "which is both integral to a combat weapon or space system, and built or modified to special Government design." A partial exemption from reporting is also provided for control system equipment, defined as "ADP equipment which is an integral part of a total facility or larger complex of equipment and has the primary purpose of controlling, monitoring, analyzing, or measuring a process or other equipment."

b. FMC 74-5 provides the following definition of ADPE:

"Automatic data processing equipment (ADPE) means general purpose commercially available, and mass-produced automatic data processing components and the hardware systems created from them regardless of use, size, capacity, or price that are designed to be applied to the solution or processing of a variety of problems or applications and are not specifically designed (not configured) for any specific applications. It includes:

- "a) Digital, analog, or hybrid computer equipment; and/or
- "b) Auxiliary or accessorial equipment such as plotters, tape cleaners, tape testers, source data automation recording equipment (optical character recognition equipment, paper tape typewriters, magnetic tape cartridge typewriters, and other data acquisition devices), to be used in support of digital,

analog, or hybrid computer equipment, either cable connected, wire connected, or self-standing and whether selected or acquired with a computer, or separately; and/or

- "c) Punched card accounting machines (PCAM) used in conjunction with or independently of digital, analog, or hybrid computers, and
- "d) Data transmission or communications equipment that is selected and acquired solely or primarily for use with a configuration of ADPE which includes an electronic computer."

c. OMB Circular A-11 refers to the definition in FMC 74-2 for ADPE. On the subject of ADP personnel, A-11, however, does provide guidance. For the purpose of budget reporting, agencies should use their own "work distribution system relative to ADP" or, in the absence of such systems, A-11 provides guidelines that can be paraphrased as follows: ADP personnel are those individuals connected with ADP or ADP-related support functions (e.g., ADP policy and management officials, systems development and operations personnel, secretarial support, etc.). Included are personnel from ADP user organizations "principally assigned to ADP support functions for the user organization." However, personnel in user organizations "who simply use ADP incidental to the performance of their primary function" are not to be considered ADP personnel.

#### 4. DISCUSSION

The definitions of ADPE as presented in FMC 74-2 (with stated exclusions) and in FMC 74-5, are generally consistent. We believe, however, that the FMC 74-5 definition is preferable for the following reasons:

a. FMC 74-5 specifically includes the gamut of peripherals, analog and hybrid computers.

b. FMC 74-5 makes a clear distinction between general purpose and special purpose hardware that, we believe, is more applicable in the Agency environment. FMC 74-5 includes, under ADPE, specifically configured, general purpose computers, whereas FMC 74-2 does not address this issue. FMC 74-5 excludes from the ADPE category

specifically designed hardware used for a specific application; FMC 74-2 treats this topic more narrowly, only excluding control systems and weapon- and space-related hardware.

The definition of ADP personnel given in A-11 is considered useful and appropriate for Agency purposes.

The problem area in the A-11 definition is the inclusion of user organization personnel who are "principally assigned to ADP support functions." Disputes as to whether personnel should be described as principally assigned to ADP support or to analytic or some other type of support for the user group would essentially have to be resolved on a case-by-case basis. Ultimately, some degree of imprecision is probably unavoidable in definitions of this type. But what is clear from the A-11 guidelines is that "ADP personnel," by definition, can and do exist outside the confines of the centralized ADP service.

## 5. RECOMMENDATIONS

For purposes of ADP planning, budgeting, and management control in CIA, it is recommended that the following definitions be approved:

### a. ADP Equipment

Automatic data processing equipment (ADPE) means general purpose commercially available, and mass-produced automatic data processing components and the hardware systems created from them regardless of use, size, capacity, or price that are designed to be applied to the solution or processing of a variety of problems or applications. ADPE does not include specifically designed equipment intended for a specific application, or a component of a general purpose computer system which is imbedded in a larger equipment system intended to satisfy a specific application.

### b. ADP Personnel

ADP Personnel are those individuals connected with ADP or ADP-related support functions (e.g., ADP policy and management officials, systems development, applications development, and operations personnel, etc.). Included are personnel from ADP user organizations principally assigned to ADP support functions in support

of others in the user organization. However, personnel in user organizations who simply use ADP incidental to the performance of their primary function are not to be considered ADP personnel.

 STATINTL

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